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# Example of Claims Associate Job Description

Our company is growing rapidly and is looking to fill the role of claims associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for claims associate

* Authorising payment within scope of authority, settling claims in the most cost effective manner and ensuring timely issuance of disbursements
* Responsible for reviewing a specific account, policy or relationship, remediating the exposure and then moving on to review the next account without taking on traditional account ownership and relationship servicing that is associated with it
* Review of wide range of information to properly identify correct ownership of counterparty including but not limited to Aon internal records, Atlas, Companies House, Aon Network information, Post Office records, International Directory Enquiries
* Identify differing approaches required for the differing account types including but not limited to Lloyds syndicates, Company Stamps, Liquidated Entities, Third Party Claims, Third Party Commissions, Intercompany Offices, Internal Suspense and Hold Accounts and Third Party Providers
* Be able to communicate effectively with contacts
* Be able to resolve queries or achieve results without having to fully resolve them
* Creation of payments in line with existing Payment Control Framework
* Completion of MI control reports
* Escalation of issues with XBS or to AON where applicable
* Achieve compliant results very quickly in order to meet targets set

## Qualifications for claims associate

* Conducts themselves by example adapting positively to support change initiatives
* Completion of background check and drug screening prior to assignment start date
* 1+ claim management experience is a plus
* Claims adjudication experience or paralegal experience
* Medical knowledge, fluency with assessment terminology
* Ability to identify priority in work assignment and make multiple decisions per day